

Temporary Property Pass

(Removal from site is for official business only)

Print Name of Requester: _____ Phone: _____

Purpose: _____

Date(s) Property Off-Site: _____

Off-Site Location: _____

Item Description	Serial Number	Property Tag	Custodian Signature

Requester Signature: _____ Date: _____

Print Supervisor Name: _____ Signature: _____

Property Office Signature: _____ Date: _____